

COURT ADDRESS: 645 GRISWOLD DETROIT, MI 48226

COURT TELEPHONE NO: (877) 543-2660

**Plaintiff**

Street and No: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

v

**Defendant**

Street and No: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

**CERTIFICATION**

I HEREBY CERTIFY that the attached motion and any attached documents are in compliance with MCR 2.114.

Signature: \_\_\_\_\_  
**Attorney for Movant/Pro Se Litigant**

Date: \_\_\_\_\_

One of the parties is incarcerated, MCR 2.004.

I HEREBY CERTIFY as required by LCR 2.119(B) that I made personal contact with (party's attorney's name, if represented; party's name if not) \_\_\_\_\_ on (date) \_\_\_\_\_, and requested concurrence in the relief sought in the attached Motion and that either concurrence has been denied or that I have made reasonable and diligent attempts to contact counsel or the other party, if s/he is not represented by an attorney, requesting concurrence in the relief sought.

\_\_\_\_\_  
 (Signature of Filing Party or Filing Party's Attorney)

**TO: OFFICE OF FRIEND OF THE COURT, 645 GRISWOLD, DETROIT, MICHIGAN 48226**

The attached Motion has been scheduled for Date: \_\_\_\_\_, at Time: \_\_\_\_\_

\_\_\_\_\_ via Zoom in the Virtual Courtroom of Referee \_\_\_\_\_. Parties shall join by going to <http://www.3rdcc.org/zoom/family-division-foc> and selecting "Join Meeting" under the Assigned Referee's Virtual Courtroom.

**INSTRUCTIONS**

You must serve a copy of the Motion on the opposing party or their attorney, if they have one, and also give them a Notice of Hearing. You **must** serve the opposing party/attorney **at least 10 days** prior to your hearing date. File the completed Proof of Service and Notice of Hearing at least **3 days** prior to the hearing date or your Motion may be adjourned or dismissed.

**NOTICE RE: FILING FEES:** In addition to the \$20 motion fee, a filing fee of \$40 must be paid for child support motions and a filing fee of \$80 must be paid for child custody or parenting time motions. When a motion raises both child support and child custody or parenting issues, only the greater of the two fees will be collected. These filing fees are nonrefundable.

**Attorney Information**

Attorney for Plaintiff: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Attorney for Defendant: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

# **ELECTRONIC HEARING INFORMATION**

Dear Litigant/Counsel of Record,

As of **May 11, 2020**, the **Family Division Court** will conduct all court proceedings remotely by Zoom video and/or audio conferences in an effort to minimize contact with the risk of COVID-19. You are receiving this communication due to your upcoming hearing as stated on the previous page.

## **PROCEDURE:**

1. Join the Zoom Hearing. All parties should do the following to join your hearing at the time of the call:
  - Go to [www.3rdcc.org/zoom](http://www.3rdcc.org/zoom) or you can find the link under "Essential Links".
  - Click on "Family Division- FOC"
  - Click on "Join Meeting" next to your Assigned Referee's Courtroom.

## **A ZOOM ACCOUNT IS NOT REQUIRED TO ENTER THE MEETING, BUT IS RECOMMENDED.**

IF YOU ARE UNABLE TO CONNECT TO THE MEETING OR **REQUIRE AN INTERPRETER**, PLEASE CONTACT THE COURTROOM DIRECTLY. THE COURTROOM CONTACT INFORMATION CAN BE FOUND ON THE COURT'S WEBSITE, [www.3rdcc.org/divisions/family-domestic#/list](http://www.3rdcc.org/divisions/family-domestic#/list).

2. Enter your name and case number for "**Your Name**". For example, "John Doe 20-123456-DO".
3. Waiting Room. **You will be immediately placed into the Assigned Referee's waiting room.** Upon calling, your line will be MUTED. *Do not hang up or leave the meeting.*
4. A member of the court staff will bring you "into" the virtual hearing at or around the designated time. *Before speaking, please wait until your line is unmuted by the Court.*
5. As this is a Court proceeding, professional decorum is expected on ALL Zoom Hearings including, but not limited to, appropriate dress, background view, and NO eating, drinking, or gum chewing during the proceeding. Please limit all background noise, distractions, and third party interactions. **No minor children are to hear or oversee your Zoom Hearing at any time.** There is to be no recording of Zoom Hearings.
6. Once you are done with the virtual hearing, click "**Leave Meeting**".

Please be advised that all Domestic filings including Personal Protection Orders are now electronic. You can visit the Court's website at <http://www.3rdcc.org/divisions/family-domestic#/list> for detailed instructions under the following links: "Family Domestic/FOC Filing Instructions" and "Personal Protection Order Filing Instructions".